Reference Document #6
Perkins
Program Improvement Funds
Application Directions
SY/AY 15-16

Applications are due June 1, 2015

Project Period:

August 22, 2015 through August 21, 2016

Purpose of Perkins Funds is to Improve CTE Programs

The application outlines the local secondary and postsecondary plans for improving programs for the upcoming school year.

It should be clear in the application what needs to be improved, how you arrived at the decision, the intended plan, estimated costs to implement the improvement, and the method to be used to evaluate the effectiveness of the funds used.

Program Improvement Must be Data Driven

A recent audit from the Office of Career and Technical and Adult Education (OCTAE) resulted in specific expectations that all program improvement funds will be aligned with data.

The data should not only reveal where program improvement is needed, it will also be expected to be used to measure the effectiveness of the use of funds.

Beware…

- Applications that duplicate previous applications will be returned.
- Applications that “read” like a wish list or grocery list will be returned.
- Applications that include items that should be district or institution costs will be returned.
- Applications that do not follow the format will be returned.

Reminders…

- Targeted improvement plans, secondary and postsecondary, for any performance indicator not met are required.
- General Assurances should be read before they are signed. It is important to know what is expected by the signatory.
- Applications must be approved before any funds may be obligated or expended. Partial approvals are not possible.
- Administrative costs (including indirect costs)are limited to 5% of the allocation.

Getting Started

1. Collect Data
2. Analyze data
3. Apply the data to construct an outline for program improvement
4. Prioritize program improvement items into short- and long-term goals
5. Align program improvement items with Perkins list of required use of funds (priority) and permitted uses (after all required's are met)
6. Write the grant in Word, using the correct format
7. Cut and paste into GMS, upload required attachments, and submit to DOE

1. Collect Data -- Local Data Reports

Data associated with federal reporting is disaggregated to provide the respective districts and/or colleges with their own reports on Performance Indicators.

Consult these reports for areas that may need improvement.

1. Collect Data -- Past Reports on Performance Indicators

Valid and reliable data has been available for the past four years. Collect past reports and analyze for trends, areas of success and areas of concern.

Where can Perkins funds be used to promote program improvement in your findings?

1. Collect Data -- Targeted Improvement

Thresholds for performance are negotiated (local FAUPL) providing annual goals to be met. Data reports indicate performance achievement, including identification of those goals not met. Action to improve the outcomes of goals not met is required.

How can Perkins funds be used to address targeted improvement?

1. Collect Data -- Letter(s) of Findings

Monitoring of Perkins funding sub-recipients , performed by the NH DOE, is done on a five-year cycle in accordance with Perkins requirements.

The Office of Civil Rights also conducts annual visits to various sites.

If your institution or center was involved in either form of monitoring, consult the reports received as a result of those visits and review findings.

Can Perkins funds be used to resolve outstanding findings?

1. Collect Data -- Program Quality Rubrics

This is a four-part document included in the application instructions. (See Reference Document #2). Prior to starting the Perkins application all Directors and managers are expected to use this document to self-assess the quality of current programs.

Based on the results, program improvement funds could be linked directly to program improvement as evidence through this process.

1. Collect Data -- Program Quality Rubrics -- continued

Attached to the application is a series of rubrics with a summary sheet. All programs should be evaluated using the rubrics. Once the evaluations are completed they are to be scored; this will reveal where work should be targeted for program improvement.

How can Perkins funds be utilized to make these improvements?

1. Collect Data -- Program Mapping Documents

Program mapping documents show alignment of curriculum to program competencies (industry standards) to assessment. Evaluate the status of each of your center's CTE programs.

Can Perkins funds be used to address identified areas of misalignment?

i.e., purchase of Quickbooks software to meet accounting competencies, purchase of additional toold to align with new NATEF MLR guidelines, purchase of NCCER curriculum to better cover competencies in Building Trades

1. Collect Data – Local, District, & Statewide Initiatives

Consult local, district and statewide initiatives. Whether these initiatives relate to improving completer rates, offering more Running Start courses, or increasing college-going to a community college, CTE is a likely a catalyst to reaching goals.

How can Perkins funds be used to leverage improvements that align with initiatives?

2. Analyze the Data

Data driven decisions are required to request Perkins funds for program improvement.

Understand all the data, data definitions, trends and reports to compile documented specific areas or programs in need of improvement.

3. Apply the Data – Outline of Work and Goals

Once the data has been analyzed and “pictures” emerge, construct an outline of work that needs to be done in CTE for improving programs.

Apply the data to develop program improvement goals for the upcoming school year.

4. Prioritize Program Improvement into Short- and Long-term Goals

The locally-prepared outline will identify needs that can be "sorted" into short- and long-term goals for individual programs.

Review the outline to see where needs of several programs can be met concurrently (i.e., three of the nine programs at my center need dual enrollment opportunities to be established).

5. Align program improvement items with Perkins list of required uses of funds

Use reference documents to align program improvement priorities with Perkins required uses of funds.

All required use of funds must be addressed.

6. Write the grant… in Word--using the correct format

Accurate formatting of the grant application will allow the sub-recipient to quickly and efficiently transfer (copy and paste) the completed word document into GMS.

There is a dropdown menu in GMS that includes all of the required and permissive uses of Perkins funds. Note that permissive uses of funds may only be considered if the sub-recipient has addressed all of the Perkins required uses of funds.

6. Write the grant…continued

One of the federal monitoring recommendations was for the Department to amend the program improvement application to ensure that both budget line items and subsequent expenditures against those line items were directly linked to the activity/ initiative.

Include all improvement requests for a single "required use of funds" under a single activity ID in GMS. Be concise, yet include sufficient information (data analysis) to justify the use of Perkins funds.

6. Write the grant…continued

Add only those budget lines directly related to the selected “required use of funds” category under the respective activity ID.

(See Reference Document #7 for examples that align with GMS formatting)

Budget narratives may be included in the body of the application or, if lengthy, may be an attachment to the GMS application submission. Be sure that all budget narratives are in the same location – either in the narrative or as an attachment.

7. Cut and paste into GMS…

Once you have worked out all the “kinks” in “Word” application, simply cut and paste the respective sections to the GMS application.

Remember…guarantee of a start date will not be honored if the application is submitted in the wrong format and must be returned to the sub-recipient for correction.

7. …Upload Required Attachments

Required attachments include:

- Receiving & Sending District Course of Study;
- Targeted Improvement Plans for PIs not meeting local goal for 2013-2014
- Summary of Program Rubrics;
- Signed Certificate of Assurances;
- Notice of Nondiscrimination; and
- Budget Narrative (if not included in body of application).

7. …and submit to DOE.

Electronic submission your completed Program Improvement application, including all required attachments, in GMS can be accomplished by clicking on the “Status” line (that would be labeled as “Started”).

Clicking this line will generate a pop-up box for you to forward the application to your Superintendent and/or Signing Authority for review and, if approved, submission to the Department of Education.

Application Review Process

Every program improvement application will be reviewed by a single “primary reader” and by a “secondary reader.” All feedback will be incorporated into a single feedback document to each sub-recipient.

This process will ensure the review, as well as feedback to each sub-recipient, is consistent statewide.

Technical Assistance

Additional questions may be submitted to:

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603-271-3867 or 603-419-0164